

Association	Roofing Industry Committee on Weather Issues, Inc. (RICOWI)
Location	Flexible (currently Atlanta, GA)
Type	Approximately Half Time (750-1,000 hrs. annually)
Category	Executive Director
Required Education	Open for discussion
Contractor Fee	Commensurate with Experience
Benefits	Not included
Date	Approximately March, 2009

The Roofing Industry Committee on Weather Issues, Inc. (RICOWI) is seeking a replacement for its retiring Association Executive Director, effective March, 2009.

ASSOCIATION PROFILE

RICOWI is a nonprofit 501(c) 6 organization comprised of all of the major roofing associations and includes members of academia, educational and testing facilities and others involved in the science of roofing.

MANAGEMENT DETAILS

General

- Manage /perform daily tasks associated with management services
- Understand the management/accounting services to include preparation of all financial reports, budgets, invoicing, and accounts receivable
- Prepare Treasurer's reports for meetings & year end reports, taxes

Board / Committee Support

- Establish meeting dates for two meetings: spring and fall
- Prepare materials and minutes
- Arrange committee teleconferences

Communications

- Prepare press releases, newsletters, post meeting & seminar reports
- Web Support – website updates and coordination of design changes

Membership

- Maintain and update membership database
- Recruit new members – telephone & email solicitation

Seminar Administration

- Establish a working calendar, hotel logistics, walk through, brochure, and packet preparation time for two educational seminars: spring and fall

REQUIREMENTS

Please provide resume and salary requirements by email to: Patty Wood-Shields: paws01@ricowi.com. Posting closes November 30, 2008.